

**CONFIDENTIAL**

Approved For Release 2005/04/21 : CIA-RDP57-00384R000100130115-2

Executive Registry

0-2/03

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director

DATE: 24 November 1948

FROM : General Counsel

SUBJECT: Space Assignment for the Office of General Counsel

1. The problem raised by Colonel Galloway concerning the need of OSO for efficient legal assistance arose previously at the time I was transferred from the Administration Building to North Interior. It was recognized then that the bulk of confidential matters requiring attention by the General Counsel's office originated in OSO and that proximity was very desirable. Balanced against that was the undesirability of splitting a small office like mine, both from a point of office efficiency and from the need for careful coordination of advisory opinions. As there was at that time no space in North Interior in which my whole office could be placed, it was agreed that we would try a split arrangement, under which Mr. Warner would be primarily responsible for OSO matters.

2. I am gratified by Colonel Galloway's comments on the usefulness of this office to OSO under this arrangement and wish to continue to insure satisfactory service. On the other hand, the division of the office has caused considerable difficulty and occasional delay in rendering proper service to CIA as a whole. The physical separation requires the constant transfer of papers and informational material back and forth, with resulting delay, occasional confusion, and failure in some cases properly to inform fully either myself or Mr. Warner. The efficiency of the office has been greatly impaired, particularly in the utilization of the clerical staff. This inefficiency is emphasized by the fact that we had to request temporary additional clerical assistance recently to prevent undue delay in the work performed in the Administration Building office.

3. This office in dealing with multifarious problems must attempt to keep abreast of changing laws, regulations, and decisions, as well as Agency policies and operational requirements. We have felt that this can be done only by functioning as a team, with constant and close interchange of ideas and information. We feel this can best be done by being kept together where each has ready access to the other, and we should like to have opportunity to test our belief that such unification would improve rather than impair service. We are aware that additional burdens in time and effort will be placed on Mr. Warner and [redacted] although I shall find my work somewhat easier and will waste less time.

25X1A

Approved For Release 2005/04/21 : CIA-RDP57-00384R000100130115-2

**CONFIDENTIAL**

**CONFIDENTIAL**

4. An additional item for consideration is the volume of work beginning to arise in OPC, which, while akin to that of OSO, must be handled separately but in a consistent manner. I feel I can best guarantee satisfactory service to both offices only if my own is efficiently organized.

5. In view of the above, I cannot concur in Colonel Galloway's request at this time. But if experience shows that we are not adequately fulfilling our responsibilities to him, I shall be glad to consider a readjustment.

  
LAWRENCE R. HOUSTON

25X1A

**CONFIDENTIAL**